



## City of Brewer Application for Donation for the use of the Founding Partners Suite

Please complete the application in its entirety. Incomplete applications will not be accepted for consideration. Please keep in mind when completing the application that the purpose of this suite is primarily for economic development activities; it is unlikely that we will release the use of the suite for a donation any more than 1-2 weeks before an event. The maximum number of donated tickets for use in the suite is 15, and up to 8 additional tickets may be purchased by the applicant (through the City of Brewer's contact at Global Spectrum), for a maximum of 23 attendees.

Date of application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Are you a (please check one): ☐ Non-profit Org. ☐ Civic Group  
☐ Other (please explain) \_\_\_\_\_

Please provide a brief description of what your organization does and who it serves: \_\_\_\_\_

\_\_\_\_\_

What is your affiliation with the City of Brewer? \_\_\_\_\_

Has this group previously received tickets and use of the Suite from the City of Brewer? If so, when?

\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Home / Work / Cell

Email: \_\_\_\_\_

Show Requested or Type of Show requested (i.e., Country concerts, children's show, etc.): \_\_\_\_\_

\_\_\_\_\_

Alternative show requested or any available show (choosing "any available" will yield a higher likelihood that your group will get tickets to a donated event): \_\_\_\_\_

Date of Show Requested (if specific): \_\_\_\_\_

# of tickets requested (maximum number of donated tickets is 15, but up to 8 additional tickets may be purchased through the City of Brewer's contact at Global Spectrum)\*: \_\_\_\_\_

\* All donated events will be accompanied by a City of Brewer official.

How will the suite be used? \_\_\_\_\_

\_\_\_\_\_

Please email, fax or mail your completed application to Nicole Gogan at [ngogan@brewermaine.gov](mailto:ngogan@brewermaine.gov), 207.989.8049 (fax) or 80 North Main St., Brewer, ME 04412. If you have any questions, please contact the Economic Development Department at 207.989.7500.



## Terms and Conditions

The City of Brewer purchased a Founding Partners marketing package from Global Spectrum specifically for economic development purposes in order to market the City of Brewer to prospective and existing Brewer businesses, potential or existing businesses, customers and suppliers. All included benefits of the Founding Partners program, including the use of the suite, will be used for the purposes of attracting and promoting business activity and networking with existing Brewer businesses in order to increase business retention. The program is being paid for completely and solely by tax increment financing dollars, and therefore must at all times be used solely for economic development purposes.

When there is not a clear economic development purpose for the use of the suite, the suite will either be donated to a local non-profit or civic group, leased out through Global Spectrum, or it will go unused. Under no circumstances will the suite be used for personal reasons, even if the suite would otherwise go unused. Spouses and/or family members of city employees or officials, unless a member of the visiting group or at a City-sponsored event, will not be allowed in the suite. Any perception of impropriety by City of Brewer employees or officials will not be allowed or tolerated. Likewise, behavior that could reflect poorly on the City of Brewer will not be allowed in the suite (i.e. drunkenness, loud, abusive, obnoxious or disrespectful behavior, etc.).

- At no time will the City of Brewer pay for alcoholic beverages in the suite. Anyone using the suite, whether as a guest or through donation, may purchase alcohol on their own, in moderation. Anyone drinking in excess in the suite will be asked to leave the suite and will not be allowed in the suite again for one year.
- The City of Brewer will not pay food costs for any other party using the suite. Any non-profit or civic groups using the suite are responsible for all of their own food costs. The Cross Insurance Center does not allow outside food or drink to be brought in. Groups must work directly with Global Spectrum to arrange food service for their event and subsequent payment.
- If the suite is being used by a non-profit, civic, or other type of group through donation, a City official or employee must be present in the suite to ensure compliance with the rules set forth in the agreed upon contract between the visiting group and the City. The ticket for the City official or employee is already included at no additional cost to the non-profit, civic or other type of group.
- City officials, their family or their invitees shall not use the suite for personal reasons and may only attend City sponsored economic development events or events of an approved non-profit, civic, or other group as either a member or guest of said group.
- In the event that the suite is not being used for economic development purposes or being donated for a particular event, any leasing of the suite will be handled by Global Spectrum.
- The Economic Development Department will work closely with Nancy Marshall Communications to develop targeted suite events focused around economic development, including business retention and attraction. Such events will always take first priority in the use of the suite.
- At no time will the suite be used for political or religious purposes of any kind.
- Any non-profit or civic group wanting to bring signage into the suite for their event must have written approval of said signage by the City of Brewer City Manager and/or Economic Development Director. Approved signage must be faced internally so as not to be visible to the rest of the Arena audience.
- Under no circumstances may the use of the suite be used by the non-profit or civic group as a prize for a silent auction, auction, raffle, etc.
- Users of the suite may not sell seats in the suite at a price higher than the actual seat cost. If any of the eight (8) available additional tickets are purchased by the non-profit or civic group, the non-profit or civic group may charge no more than the actual cost of the ticket purchase price. The non-profit or civic group may not make money from the use of the suite.
- Users shall leave the suite in substantially the same condition as they found it. The group using the suite shall be responsible for the cost of any repairs or cleanup that go beyond normal use, wear and tear.



**Application process for non-profit, civic, or other types of groups wishing to use the suite:**

- Non-profit, civic, or other types of groups who wish to use the suite must complete an application process. The application must be approved by either the City Manager, the Economic Development Director, or their designee. Applicants may not necessarily receive tickets to their first choice event and are therefore encouraged to provide alternate choices. Applicants may submit applications for “any available” event rather than for a specific event. In such cases, applications will be kept on file for one year or until they receive use of the suite. No applicant will be guaranteed use of the suite. The Economic Development office will attempt to match appropriate applicants to available shows as the suite becomes available. We anticipate receiving many more applications per year than there will be available shows.
- If your application is approved, you will be contacted by the Economic Development Department by phone and by email; you will then have 24 hours to respond. If contact is not made within 24 hours we may offer the suite donation to another party.

The undersigned on behalf of the applicant has read and agrees with all of the terms and conditions for the use of the City of Brewer’s Founding Partners suite, and agrees to take full responsibility for the actions of the group. The undersigned represents to the City of Brewer that he or she has the full and complete authority to sign on behalf of the applicant.

Organization:\_\_\_\_\_

Signed:\_\_\_\_\_

Print Name:\_\_\_\_\_

Date:\_\_\_\_\_

City of Brewer

Signed:\_\_\_\_\_

Print Name:\_\_\_\_\_

Date:\_\_\_\_\_

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For office use only:

Date Received:

Donation granted?

Show:

Contact notified:

Notes: